Washington State Educator Electronic Certificate System (E-Certification)

College/University Administrator User Guide

October 8, 2015
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### College/University Personnel Administrators

#### Overview

Welcome to the E-Certification College/University User’s Guide. The Table of Contents outline numbering found to the left of the section heading is a reference to the External User Processing Design Document inclusive of all user roles. This document is a subsection of the main user guide and focus’ on the role and function of the College/University Administrator role. The Washington State E-Certification system provides the ability for the Washington State Office of Superintendent of Public Instruction to maintain approved teacher education programs and requested educator certificates. The system administrator will have the ability view, add, update, and delete approved teacher education program certificate requests.

The approved program feature allows recommending College/University Personnel Administrators to enter directly into the E-Certification system, educators who have completed their institution’s teacher education programs. The Approved Program maintenance tool will define which programs and endorsements the particular institution may enter for these educators. It will also prevent the institution from recommending endorsements to program completers for which the institution does not have an approved program.

The system also provides for the assignment of credential endorsements to approved programs. For instance, the Education Administration approved program will allow the recommending institution to recommend any administrative endorsement to students who completed this program.

The E-certification system allows College/University Personnel Administrators to directly enter certificates and endorsements for their program completers.

Any institution in the E-certification system can be defined as having a Washington Approved Teacher Education Program. The system is pre-populated with OSPI’s current institutions and new programs can be easily added.

The list of allowable endorsements for each approved teacher education program is completely customizable. For example, the Science approved teacher education program is defined so that only Science endorsements can be recommended to the program completers. The current allowable list of endorsements will be pre-populated for all current approved teacher education programs.

Each institution and approved program combination can be customized to restrict the allowable endorsements that can be recommended beyond the endorsements normally allowed for an approved program. For instance, the Special Education approved program will allow the recommending of all Special Education endorsements. Some institutions do not offer all endorsements even though they would normally be allowed.
The system is designed so that entered credentials can be in one of two statuses. The first is Pre-Completion of Program. This status allows the institutions to enter the credentials prior to completion of the program. This is very helpful in the case of large institutions with hundreds of graduates. All the students can be entered prior to the completion of the school year. Once the school year is completed and the student meets all requirements of the approved program, the status can then be changed to Completed Program. Smaller schools may choose to enter the successful graduate’s credentials with the Completed Program status without first putting them in the Pre-Completion of Program status. Once a student has credentials in the Completed Program status the student may get online and apply for the credentials.
College/University Personnel Administrator Home Page

The home page is the landing page for the College/University Personnel Administrator when logging into the website. This page can be accessed from any other page in the website via the Home tab on the toolbar. The page will also have announcements and messages from OSPI under the Welcome announcement.

On the Home Page, the College/University Personnel Administrator will receive notice if he or she has Pre-Residency Clearance Educators to Process.
Pre-Residency Clearance Educators

By clicking on the link, “You have [#] open Pre-Residency Clearance applications” the administrator is launched to a screen housing the open application.

The open application indicates that the institution has made its recommendation, the educator has made application and the status of the application is pending review (now available for OSPI to work the application).

By clicking the View link, the Administrator can peruse the educator’s credentials.

As shown below, the College and University Candidate User Guide describes how the candidate will create an account in EDS and access E-Certification to fill in profile information and how to apply for the Pre-Residency Certificate.

“Once you have created an EDS account and have logged into E-Certification (Described in the previous section) you will be able to “Apply for a Washington Credential...””

“From here the wizard will guide you through the application process. The steps provided within the wizard are similar with most certificate applications found within E-Certification.”
My Recommendations

The My Recommendations tab directs the Administrator to a search page for Educator Recommendations. On this page, the Administrator can search for recommendations, add a new recommendation or export the search results.

The administrator should enter known information and click Search Recommendations to begin a search. The system is designed to search for one or more entries. The institution field is set at default to the user’s institution, thereby narrowing the search.

The results of the search are displayed in the table below the search box. Clicking View next to an educator’s name will take the user to the Educator’s profile page. If there is any action to be taken, the Administrator can click on the designated action.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field. Clicking on the Export link in the upper right hand corner will create an excel file that the Administrator can print or save.

By clicking on the Export link, the system will generate an Excel sheet for printing purposes.
Add New Recommendation

To add a new recommendation, the Administrator clicks the link, Click Here to Add a New Recommendation, located at the bottom of the Educator Recommendation Search Screen.

This will launch the Add College/University Recommendation Wizard. The system is designed to take the user step by step through an intuitive wizard. Fields with red asterisks are required fields; therefore, if the user does not complete the required field, the system will automatically generate an error message. Once the fields are complete, the system allows the user to continue to the next step. In addition, the wizard is designed to allow the user to go back to the previous screen as well as cancel the action of adding a College/University recommendation.
The Administrator enters the applicant’s last four digits of SSN and the last name. Once that has been entered, the user clicks Next.

In Step 2, the Administrator selects the Recommendation Type. Once selected the user clicks on Next to continue.
In Step 3 the Administrator selects the applicant’s degree information. The system is designed to allow for one or more majors. Once Major One is selected, the field for Major Two is activated, thus the same for Major Three. Also in the design are drop-down arrows allowing the user to make a selection by clicking on the arrow. Date formats are displayed to the right of the date field box. Once all required information is entered, the user clicks on Next to continue.
In the next step, the Administrator selects the Certificate Type and Approved Program by clicking on the drop-down arrows. The system deactivates fields that have already been selected in previous steps to avoid unnecessary or incorrect changes. Once the selections have been made, the user clicks on Next.
In Step 6 the Administrator selects the applicable endorsement. The Approved Program maintenance tool defines which programs and endorsements the particular institution may enter for educators. It also prevents the institution from recommending endorsements to program completers for which the institution does not have an approved program.

Once selection has been made, the user clicks on Next to continue.
In Step 7 the Administrator can either mark the applicant Complete or Not Complete. Explanation of each recommendation is clarified in the wizard. By clicking on Submit, the Administrator is electronically signing the approved status of the student’s application.
Mark Recommendation as Complete

If an Educator has a recommendation for certification but has not met all the requirements, the application will be marked as Incomplete. Once the requirements are met, the Administrator can change the status to Complete by clicking on the Mark Complete link.

The Mark Complete link will launch a pop up window. The Administrator should verify the information and click OK to mark the recommendation as complete and change the status to Completed Program. This will also remove the Mark Complete under the Action column.
View Educator Profile

Clicking View will direct the administrator to the Educator’s profile page.

At the top of the Educator’s profile page is contact information. The system generates information from the educator’s data when he or she creates an account. The system allows other means to enter information, for example, users with the proper security rights can add an educator to the system.

The College/University Personnel Administrator has the security rights to edit the selected educator’s information.
By clicking on the link, Click Here to Edit Educator, a 3-step wizard is launched. There are fields that are grayed-out (disabled) so that the information is not changed. For example, the Teacher Number should not be changed on this wizard.

The user can change any information in the active fields. The fields with red asterisks call for a required entry. Once the changes are made, the user clicks Next to continue. Step 2 is formatted with drop-down arrows in some fields. The user clicks on these arrows to select the applicable answer. Step 3 allows the user to change any phone number information as well as email address. Once the changes have been made on all three steps, the user clicks on Submit.
The Administrator has accessibility to view the educator’s credential information, such as Applications, Certificates and Endorsements for Selected Certificate. This information is on the Educator Profile screen just below the educator’s contact information.

<table>
<thead>
<tr>
<th>ID</th>
<th>Document Description</th>
<th>Status</th>
<th>Background</th>
<th>Source</th>
<th>Resolved</th>
<th>Fee</th>
<th>Pay Info</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>920672</td>
<td>Institutional Teaching</td>
<td>OPEN</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>920673</td>
<td>Institutional Teaching</td>
<td>OPEN</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>920675</td>
<td>Institutional Admin</td>
<td>OPEN</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>917144</td>
<td>Residency Sub-TCm Certification</td>
<td>CLOSED</td>
<td>Yes</td>
<td>OSP</td>
<td>04/01/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Certificates are shown on the Educator’s main profile page under the heading, Certificates. If a recommendation has been entered before the Educator has fulfilled all requirements, the Recommend status will show Pre-Completion of Program, as shown in the example below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Certificate</th>
<th>Status</th>
<th>Recommended</th>
<th>App Date</th>
<th>Issued</th>
<th>Effective</th>
<th>Expires</th>
<th>Mentol?</th>
<th>Poised?</th>
</tr>
</thead>
<tbody>
<tr>
<td>920672</td>
<td>RESIDENCY TEACHER (FIRST ISSUE)</td>
<td>Completed Program</td>
<td>WA-TEC (01/02/2014)</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>920673</td>
<td>RESIDENCY ADMINISTRATOR (FIRST ISSUE)</td>
<td>Completed Program</td>
<td>WA-TEC (01/02/2014)</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Endorsement</th>
<th>Description</th>
<th>Status</th>
<th>Recommended</th>
<th>App Date</th>
<th>Issued</th>
<th>Effective</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>920672</td>
<td>BILINGUAL EDUCATION ()</td>
<td>Completed Program</td>
<td>WA-TEC (02/04/2014)</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>
Intern Substitute Applications

There may be situations when an opportunity arises for the candidate to obtain an Intern Substitute Certificate. Through collaboration with the college/university preparation program, the school district, and the candidate, this type of certificate may be recommended. This limited certificate is only available through the need and application initiated by the school district and approved by the college or university where the candidate is conducting their field experience. In all cases, communication between the school district, preparation program, and candidate is essential.

The Intern Substitute Certificate application begins at the school district level.

Once the school district initiates the request the candidate will be able to log into E-Certification and claim the request and complete the application. The application will then be available for review and evaluation at the Professional Certification Office. The Professional Certification evaluator will then check the Comm Log to see if the college or university has approved this candidate to receive this certificate. The college or university administrator can identify their approval in the Comm log. If no information is available, the evaluator will contact the college or university administrator for their recommendation.
Search

The Search feature of the system offers the Administrator the ability to search for educators within the system. By clicking on the Search tab, the Educator Search Screen is launched.

The system is designed to generate a list from information entered in the search fields. The user can enter data in one field or more than one field. Once entered the user clicks on Search Educators to launch a list matching the entered criteria.
Add New Educator

In addition to searching for an educator, the Administrator can add a new educator by clicking on the link, Click Here to Add a New Educator.
Managing Educator Information

The College/University Personnel Administrator can view educator information as well as manage some aspects of their data. Once the Administrator selects View next to the selected educator whether through a searched recommendation or a searched educator, two different avenues are available for access. One is a heading bar with tabs, while the other is a pull down menu. The heading bar is displayed for quick referencing while the menu contains all options.
Educator Main

The first tab in the heading bar, Educator Main, navigates the Administrator to the selected educator’s profile page. By clicking on this tab, the educator profile (default screen) is launched.
Fingerprint Search

By clicking on the Fingerprint Search tab, the Administrator is navigated to the educator’s fingerprint information. If no records are on file, a red banner is displayed across the top of table.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.

The system is designed to allow the user to contact Fingerprint Records. By clicking on the link, Contact Fingerprint Records, an email is generated addressing the proper authorities.

View Fingerprint Results

Clicking on the View button next to a search result item will open a PDF file showing the fingerprint results for the selected educator.
Degrees

The Degrees tab houses all degree information for the selected educator. The Administrator has the security rights to add, edit and delete degrees.

By clicking on the Degree tab, the Degree grid is displayed.
Add Degree

The Administer can add a degree by clicking on the link, Click Here to Add a Degree. This action will launch the Add Degree wizard. The user clicks on the drop-down arrows to select the applicable answer. The Degree Date must be entered according to the format displayed to the right of the field box. In addition fields with red asterisks are required answers. Once all information is entered, the user clicks Submit.
Edit Degree

By clicking on the Edit icon, the Edit Degree wizard is launched. The user clicks on the drop-down arrows to select the applicable answer. The Degree Date must be entered according to the format displayed to the right of the field box. In addition fields with red asterisks are required answers. Once all information is entered, the user clicks Submit.
Delete Degree

By clicking on the Delete link, the Delete Educator Degree wizard is launched. All fields are disabled. No changes can be made. The user verifies the information and confirms if he or she wants to delete the degree. To delete the degree, the user clicks on Submit.

Tests

The Tests tab gives the Administrator access to view tests on the educator’s record as well as add tests and subtests.

By clicking on the Tests tab, the test grid is launched. There are 2 tabs associated with the test grid, Passed Tests and Sub Tests. The Administrator can add, edit and delete both types.
Add, Edit and Delete a Test

Throughout the system, the Add, Edit and Delete wizards are designed in the same manner. This documentation detailed the Degree Add, Edit and Delete wizards. To avoid repetitiveness, the remaining wizards will be grouped together and focus on differences rather than the norms.

By clicking on the link, Click Here to Add a Test, the Add Educator Test wizard is launched. The Edit and Delete links, respectively launch the associated wizards. Note the Administrator can delete tests with the exception of imported tests. Imported tests cannot be deleted.

The system generates a calendar for the Test Date field where the Administrator can select the year, month and date.

The post date is automatically posted and the drop down arrows for Add and Edit allow the Administrator to select the applicable answer.

The Delete wizard contains disabled fields that cannot be changed. The Submit button on each wizard completes the intended action.
Add, Edit and Delete Subtests

Once the Administrator clicks on the Tests tab and the Test grid is launched, the Sub Tests are displayed by clicking on the Sub Tests tab. The Administrator can Add, Edit and Delete Sub Tests to the selected educator records as well as view test information already in the system. Note the Administrator can delete tests with the exception of imported tests. Imported tests cannot be deleted.

By clicking on the link, Click Here to Add a Test, the Add Educator Test wizard is launched. The Edit and Delete links respectively launch the associated wizards.
Images

The document imaging module allows users the capability of importing existing PDFs into system. The system is also designed to create and manage images.

To add a PDF file to the educator’s record the user clicks on the Add Image link at the bottom of the Scanned Images grid.

When the user clicks on the Add Image link, the system launches the Add Educator Image wizard. On this screen the user selects the document type, sets the confidentiality level and enters a brief description. Once this information has been entered, the user clicks the Browse button to retrieve the existing PDF to import. This action will open a new window allowing the user to choose a file to upload.
Add Educator Image

The system will launch the Add Educator Image wizard. The Administrator selects the document type by clicking on the drop-down arrow. In the Description text box, the user enters a brief description of the document.

By clicking on Browse, a new screen is launched allowing the user to upload a file as the new image. The user will click on the selected file, click Open. Once all required fields are complete, the user clicks Submit.
Create Image

The document imaging module allows users the capability of creating images from text such as copying and pasting of an email.

To create an image file from text, the user clicks on the Create Image link at the bottom of the Scanned Images grid. When the user clicks on the Create Image link the system launches the Add Educator Image wizard.

On this screen the user selects the document type, confidentiality level and enters the description. Once this is completed, the user can paste the documentation copied from another source. When the user clicks on the Submit button, the system creates a PDF of the Document Text and saves the document to the educator image table.
Manage Image

The Manage Image feature of the system allows the Administrator to Split, Merge, View, Edit, Remove and Delete images.

### Split Image

Users can split one multi-page image into two separate images by selecting the Split option on the Manage Image screen.

When the user selects the Split option the system launches the Split Image wizard. On this screen the user selects the document type for the new image, confidentiality level, description of the new image, and the page number to start the split.
Once the user clicks Submit, the system will launch a dialogue box for application details of the scanned image. The user verifies the information for the new image and can change it if applicable. Once confirmed, the user clicks on the link, Create Applications.
Merge Image

Users can merge two images together by selecting the Merge option on the Manage Image screen. Users will select the first image by clicking on the Manage link to left of the selected image.

When the user selects the Merge option the system launches the Merge Image Wizard. On this screen the user selects the second image he or she wishes to merge with the first image. By clicking Submit, the system will merge the two selected images into one.
View

The Administrator can view any image by clicking on the View link to the left of the image located in the Image table or can click on the View link located in the Manage dialogue box.

By selecting either View link, the system will launch the selected image. Note: This action is for viewing only. It should not be used to print the certificate.
Edit Image

Users can edit the properties associated with an image by selecting the Edit option on the Manage Image screen. When the user selects the Edit option and then clicks on the OK button, the system launches the Edit Image Wizard.

On this screen the user can modify the document type, confidentiality level, description, country and state. Once changes have been made the user clicks on Submit to save changes and return to the previous screen.

Note the Search button to the right of the Educator’s name. In the event the image information does not coincide with the listed educator, the user can search for the correct educator by clicking on the Search button and entering the Teacher Number. By clicking on OK, the user will have access to the appropriate educator.
If applicable, the Administrator can search for a different educator by clicking on the Search tab. This will launch a new dialogue box. The user enters the Teacher Number and clicks Search. Once the name is displayed, the user clicks OK.
Remove Image Page

Users can remove an individual page from a multi-page image by selecting the Remove option on the Manage Image screen.

When the user selects the Remove option, the system launches the Remove Page from Educator Image wizard. On this screen the user can enter the page number of the page he or she wishes to remove from the image.

By clicking on Submit the page is removed.
Delete Image

Users can delete an image by selecting the Delete option on the Manage Image screen.

When the user selects the Delete option the system launches the Delete Educator Image wizard. All fields are disabled; therefore, no changes can be made. On this screen the user can confirm that he or she wishes to delete the image.

By clicking Submit, the image is removed from the educator’s records.
Communication Log (Comm Log)

Administrators can view communications associated with a selected educator. By clicking on the Comm Log tab, the Communication Logs table is displayed.

The Administrator may also add, edit and delete communication records (depending on the security settings of the user.)

<table>
<thead>
<tr>
<th>Filter by Type</th>
<th>Edit</th>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Created By</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ede</td>
<td>2-28-2014 08:02 AM</td>
<td>Note</td>
<td>System upgrade</td>
<td>edCert_Admn</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
Add, Edit and Delete Communication

The Administrator can add a communication to the educator’s record by clicking on the Click Here to Add a Communication Log. The system will launch the Add Communication Log wizard. The user can click on the drop-down arrows to select the applicable answer. If necessary, the user can edit the security level by clicking on Security. Once all information has been entered, the user clicks Submit.

The Administrator can edit and delete communication by clicking the Edit and Delete links respectively. The delete wizard shows all fields as disabled. No changes can be made in this wizard. The user verifies the information and clicks on Submit to remove the communication.
NBPTS

The Administrator can view an educator’s National Board for Professional Teaching Standards (NBPTS) credential information by clicking on the NBPTS tab.

By clicking on this tab, the NBPTS Credential Information screen is launched. The Administrator can view the information by Certificate Area, Certificate Year, and Certificate Expiration Date.

<table>
<thead>
<tr>
<th>NBPTS Credential Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviated Cert. Area</strong></td>
</tr>
<tr>
<td>ECYA/ENS</td>
</tr>
<tr>
<td><strong>Cert. Year</strong></td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td><strong>Cert. Expiration Date</strong></td>
</tr>
</tbody>
</table>
Expertise

This table documents the Educator’s area of expertise.

By clicking on Expertise, the Expertise Information table is launched. This is a view-only table for the Administrator.

<table>
<thead>
<tr>
<th>Source</th>
<th>Status</th>
<th>Endorsement</th>
<th>Grade</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASHA</td>
<td>issued</td>
<td>Speech - Language Pathology</td>
<td>K thru 12</td>
<td>5/31/2014</td>
</tr>
<tr>
<td>ASHA</td>
<td>issued</td>
<td>Audiology</td>
<td>K thru 12</td>
<td>5/31/2014</td>
</tr>
</tbody>
</table>
Assignments

The Administrator can view an educator’s assignment by clicking on the Assignment tab.

Once the Administrator clicks on Assignments, the Assignment screen is launched. The Administrator can view information such as Degree, Experience, Credits, in addition to a breakdown of the educator’s Duty Assignments.

<table>
<thead>
<tr>
<th>Duty Assignments</th>
<th>Organization</th>
<th>Duty Title</th>
<th>Duty Title</th>
<th>Program</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(3540)</td>
<td>ELEMENTARY PRINCIPAL</td>
<td>BASE CONTRACT</td>
<td>BASIC EDUCATION</td>
<td>50.200000</td>
</tr>
<tr>
<td>(3540)</td>
<td>ELEMENTARY PRINCIPAL</td>
<td>BASE CONTRACT</td>
<td>BASIC EDUCATION</td>
<td>33.200000</td>
<td></td>
</tr>
<tr>
<td>(3540)</td>
<td>ELEMENTARY PRINCIPAL</td>
<td>BASE CONTRACT</td>
<td>BASIC EDUCATION</td>
<td>16.400000</td>
<td></td>
</tr>
</tbody>
</table>
Educator Menu

In addition to the heading, the Administrator can access educator information via the Educator Menu. The items marked in red are not listed on the heading and will be addressed in the next few sections.
On the Educator menu the Administrator can view fees associated with the educator.

This information is view only for the College/University Personnel Administrator.

<table>
<thead>
<tr>
<th>ID</th>
<th>Method</th>
<th>Fee</th>
<th>App ID</th>
<th>Auth</th>
<th>Batch</th>
<th>Return Reason</th>
<th>Amount</th>
<th>Balance</th>
<th>Returned?</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>CA</td>
<td>CONTREN</td>
<td></td>
<td></td>
<td></td>
<td>Negative entry to balance out a returned fee.</td>
<td></td>
<td></td>
<td>Yes</td>
<td>4/0</td>
</tr>
<tr>
<td>43</td>
<td>CA</td>
<td>CONTREN</td>
<td></td>
<td></td>
<td></td>
<td>Rejected</td>
<td>35.00</td>
<td></td>
<td>Yes</td>
<td>4/0</td>
</tr>
</tbody>
</table>

Note: You cannot edit or delete fees that are associated with a certificate or endorsement or have been batched.

You cannot return fees that have not been batched.
Print History

The Administrator can view what certificates and deficiencies letters have been printed by clicking on Print History.

This action will launch the Print History Information table.

<table>
<thead>
<tr>
<th>View</th>
<th>WA Cert</th>
<th>Educator</th>
<th>Certificate</th>
<th>Certificate Status</th>
<th>Queued Date</th>
<th>Queued By</th>
<th>Printed Date</th>
<th>Printed By</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>606</td>
<td>RESIDENCY ADMINISTRATOR (FIRST ISSUE)</td>
<td>Issued</td>
<td>1/22/2016 1:11:00 PM</td>
<td>@K12.wa.us</td>
<td>1/22/2016 1:11:00 PM</td>
<td>@K12.wa.us</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>561</td>
<td>RESIDENCY ADMINISTRATOR (FIRST ISSUE)</td>
<td>Expired</td>
<td>1/26/2016 4:23:57 PM</td>
<td>@K12.wa.us</td>
<td>1/26/2016 4:23:57 PM</td>
<td>@K12.wa.us</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>564</td>
<td>RESIDENCY ADMINISTRATOR</td>
<td>Issued</td>
<td>1/26/2016 4:30:34 PM</td>
<td>@K12.wa.us</td>
<td>1/26/2016 4:30:34 PM</td>
<td>@K12.wa.us</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>564</td>
<td>EMERGENCY TEACHER</td>
<td>Issued</td>
<td>1/26/2016 4:34:13 PM</td>
<td>@K12.wa.us</td>
<td>1/26/2016 4:34:13 PM</td>
<td>@K12.wa.us</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Deficiency/Letter Print History

No Records Found
By clicking on the View link next to the selected item, the image is displayed.
History

The Administrator can view the educator’s history regarding any changes or updates made to their records. No edits can be made to the table. It is a historical record of the educator’s information and the associated updates. The tabs available for the user to view may vary.

For example, shown below is a change made to the educator’s middle initial. The system displays when the information was created and when the information was updated.

Another example is updates made to the educator’s SSN. Each change has been documented in the History table.
Notes

Users with the proper security rights, can view, add, edit and delete notes pertaining to the selected educator.

Add Note

To add a note, click on the link, Click Here to add a Note.

The Administrator or user adding the note can determine the security level of the note on the Add note wizard.
By clicking Submit, the system will save the note and store it in the Note table. If the user selects security and clicks on Submit, a second wizard is launched allowing the user to set security rights to the entered note. The Administrator selects all applicable users to view the note and clicks Submit. The note will be saved to the Note table only allowing those with the proper security rights to view.
Edit Note

Users with the proper security rights can edit a note by clicking on the Edit link.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Edit</td>
</tr>
</tbody>
</table>

The system will launch the Edit Note wizard. The Administrator can change any applicable information. Once information has been changed, the user clicks on Submit.
Delete Note

Users with the proper security rights can delete a note pertaining to a selected educator. Once the Administrator verifies the information for deletion, he or she clicks on Submit. The system will delete the note from the educator’s record.
**Professional Development**

The Professional Development link allows the Administrator to view either by Certificate or all of the selected educator’s professional development.

<table>
<thead>
<tr>
<th>Education Provider</th>
<th>Program</th>
<th>Credit Type</th>
<th>Clock Hours</th>
<th>Completed</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Vista</td>
<td>Mathematics</td>
<td>Clock Hours</td>
<td>25:00</td>
<td>True</td>
<td>1/1/2013</td>
<td>12/31/2013</td>
</tr>
<tr>
<td>WA - Antioch University Seattle</td>
<td>Mathematics</td>
<td>Semester Hours</td>
<td>60:00</td>
<td>True</td>
<td>5/1/2013</td>
<td>12/31/2013</td>
</tr>
</tbody>
</table>
HQT

Educators who are highly qualified will have their HQT information displayed in the HQT Information table. Administrators can access this information by clicking on the Educator tab and then selected the link, HQT.

This action will launch the HQT Information table. This table reflects the educator’s Content Area, Route, Effective Date and Grade Levels associated with the highly qualified status.

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Route</th>
<th>Date Effective</th>
<th>Grade Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>English/Language Arts</td>
<td>Endorsement</td>
<td>05/23/2007</td>
<td>Middle, High</td>
</tr>
<tr>
<td>English/Language Arts</td>
<td>State Test</td>
<td>03/14/2009</td>
<td>Middle, High</td>
</tr>
</tbody>
</table>

The HQT Information also list Washington Courses for the Educator, if applicable. By clicking on the Washington Courses tab, the system generates a list of courses by code, name, match type name, date stamp and any notes that might be significant to mention.
Education History

By clicking on the History link, the system launches the Education History grid.

From this table, the Administrator can Add, Edit and Delete Education History associated with the selected educator.

To add Education History to the selected educator’s record, the Administrator clicks on the link, Click Here to Add Education History. This action will launch the Add Education History wizard. The user enters text in the required fields. The system automatically generates a calendar to select the Begin and End Dates. Once all information is entered, the user clicks Submit.
Add, Edit and Delete Education History

Edit and Delete Education History

The Administrator can edit and delete education history information by clicking on the Edit and Delete links respectively. The edit wizard allows the user to make changes while the delete wizard allows the user to remove the information from the educator’s record.
Work History

Work History houses both Professional Education Experience and Other Employment Experience. The Administrator can add, edit and delete each component of the educator’s record.

By clicking on the Work History link, the grids for Professional Education Experience and Other Employment Experience are launched.
Professional Education Experience

This grid allows the user to add, edit and delete professional education experience to the selected educator’s record.

By clicking on the link, Click Here to Add Professional Education Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator’s record in the Delete wizard.
Other Employment Experience

This grid allows the user to add, edit and delete other employment experience to the selected educator’s record.

By clicking on the link, Click Here to Add Other Employment Experience, the Add wizard is launched. The Administrator enters text in the required fields. The system generates a calendar for selecting the Begin and End dates.

By clicking on the Edit and Delete links, the edit and delete wizards are launched respectively. The Administrator can make changes in the Edit wizard, while removing the notation from the educator’s record in the Delete wizard.
Tools

The Tools menu houses a few links the Administrator can use to help work an application. Note: NBPTS Educators and Fingerprint Search has already been addressed in this document.

Most of these links the Administrator will use to view an educator’s status. For example, the Administrator can check to see if the educator is on the Disciplinary Action list or search to see if the educator has his or her fingerprints on file.
Disciplinary Actions (NASDTEC)

To view NASDTEC, the user clicks on the Disciplinary Actions (NASDTEC) link. This will launch the NASDTEC Educator Search Screen.

The Administrator can use the Search Screen to determine if an educator is in the system for disciplinary action. The user can enter one or more fields to search for an educator. Once the search criteria is entered, the system will generate a list matching the criteria.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field. By clicking on the Export link, the system will generate an Excel spreadsheet.

By clicking on the View link, the Administrator is navigated to the educator’s home screen. The system is designed that if an educator’s certificate is revoked or suspended, a message highlighted in red is displayed across the top of the educator’s screen.
Test Results

To view educator’s test results the Administrator clicks on the Test Results link. This action will launch the Test Results Screen where users can search for educators.

Administrators have the option to view listed test results for educators or search for a particular educator by using the Search dialogue box. By using the Search, only the selected educator with test results will be displayed.

Users can show the desired number of records found on each page by clicking on the drop-down arrow in the Show field. Users can also view individual pages by clicking on the drop-down arrow in the Page field.

By clicking on the Export link, the system generates an Excel spreadsheet.